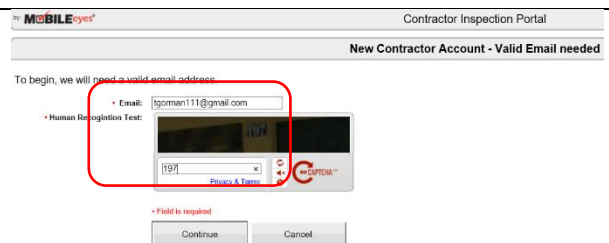
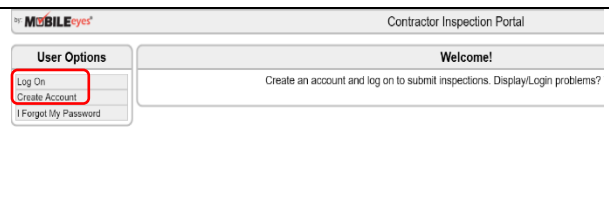
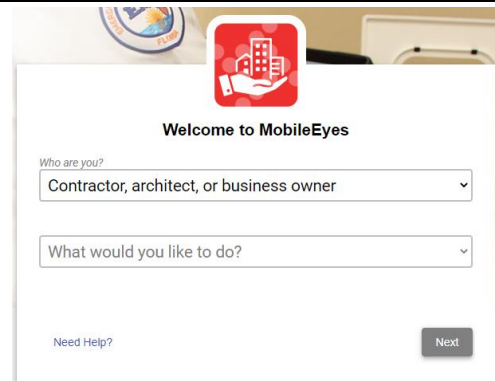




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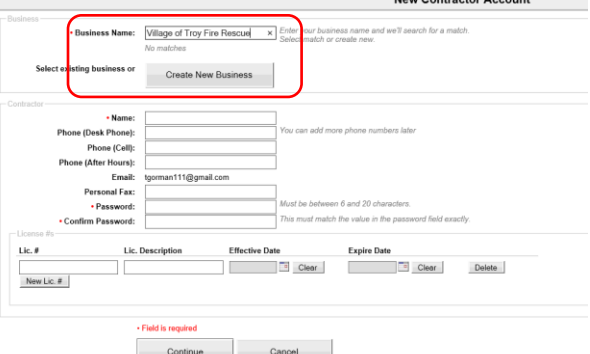
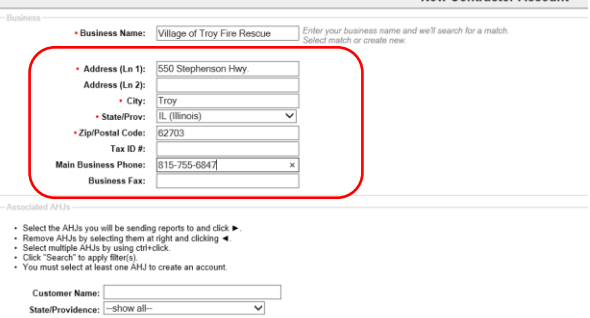
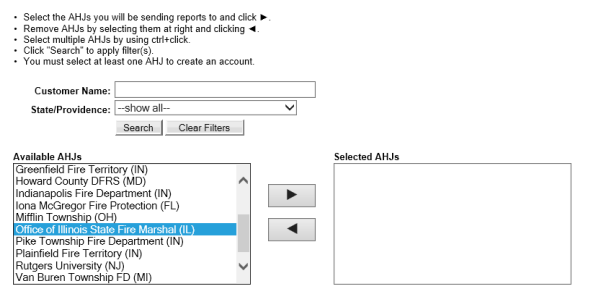
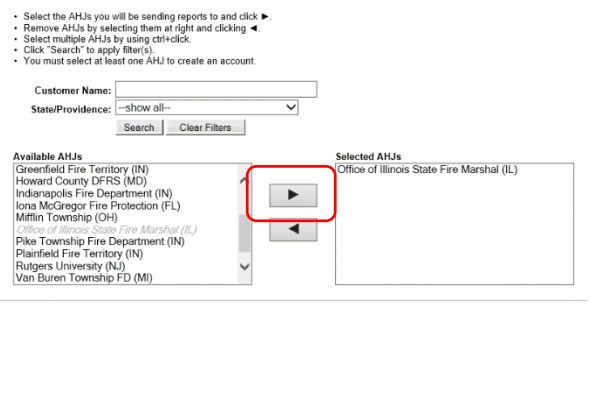
<ul style="list-style-type: none"> The FIRST person to create an account linked to your company will be the Portal Administrator That person controls the privileges that the rest of the people have. As people create portal accounts linked to your company, they won't be able to do or see anything until the Administrator grants them privileges The Administrator can also grant administrative rights to other users <u>(If your administrator is to leave the department they will need to grant administrative rights to another user)</u> Additional information on Admin rights can be found in the Help Video "How to Use Admin Tools" 	
1	<p>Open a browser (Internet Explorer, Chrome, Safari, etc.) and go to www.mobile-eyes.com.</p> <p>Click <i>Login</i>.</p> <p>NOTE: Steps 6 thru 8 are only required for the Portal Administrator</p>
2	<p>Select: Contractor, architect, or business owner</p> <p><i>And</i></p> <p>Submit a system inspection report Click <i>Next</i></p>
3	<p>Click <i>Create Account</i>.</p>
4	<p>Enter your email address and the Human Recognition Test. Then click <i>Continue</i>.</p>





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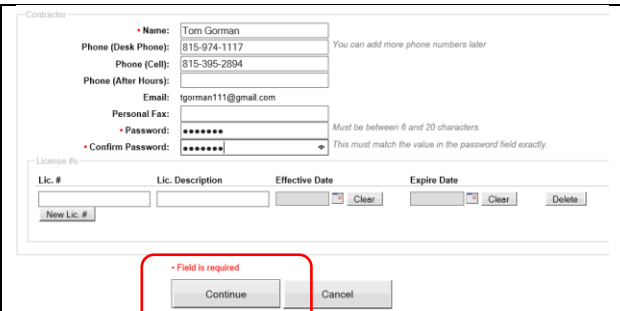
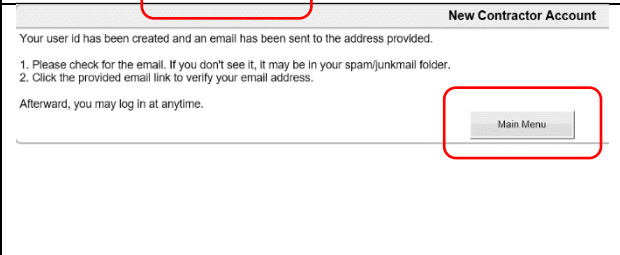
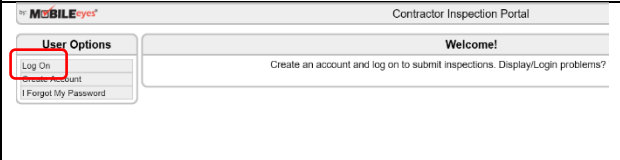
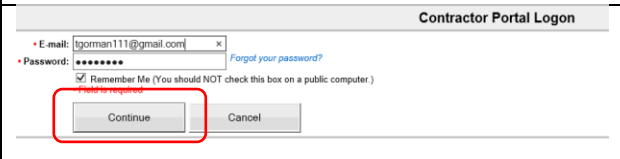
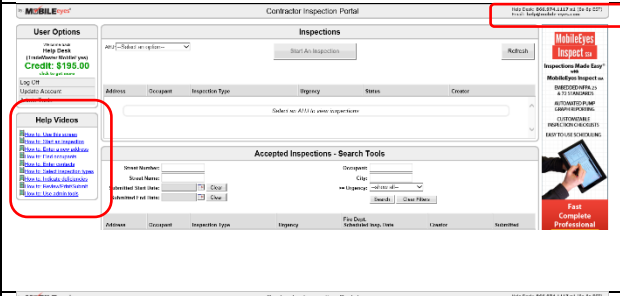
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5	<p>Enter your department name in the <i>Business Name</i> box. As you type, it will look for matches to existing departments. This is in case a department has multiple people setting up accounts. If you see your department pop up in the suggestions, click on it. If not, click <i>Create New Business</i>.</p>	
6	<p>Enter the address and phone information for your department.</p>	
7	<p>Find the Office of the Illinois State Fire Marshal (OSFM) in the <i>Available AHJs</i> list and click to select it.</p>	
8	<p>Click the arrow to move it to the <i>Selected AHJs</i> list.</p> <p>NOTE: The terminology will be a little off - "Selected AHJs" for example. That is because the portal is primarily used by sprinkler and alarm contractors to submit system inspection reports to their local AHJ. The Office of the Illinois State Fire Marshal (OSFM) is using it to have local AHJs submit public school inspection reports.</p>	



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9	<p>Enter your personal information. Ignore the License section. This pertains to contractors using the portal, not to you.</p> <p>Click <i>Continue</i>.</p>	
10	<p>At this point an email is sent to the email address you provided. Find that email and follow the instructions in it to verify your email address.</p> <p>Once you have verified your email address, click <i>Main Menu</i>.</p>	
11	<p>Click <i>Log On</i>.</p>	
12	<p>Enter your email and the password you created. Check the <i>Remember Me</i> check box. Then click <i>Continue</i>.</p>	
13	<p>For further help and instructions on how to use the portal, please watch the <i>Help Videos</i> available on the main menu.</p> <p>If you have questions or run into a problem, please call or email the MobileEyes Help Desk. The Help Desk information is in the upper right corner.</p>	
14	<p>Even though this screen shot shows credits, the OSFM is paying for the portal. There is no cost to you.</p>	